



DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS
FLEET & FAMILY READINESS PROGRAM

VACANCY ANNOUNCEMENT

JOB ANNOUNCEMENT # JB-02810
POSITION : BARTENDER NA-7405-03
LOCATION: THE CLUB
SALARY: \$12.10

LOCATION: JB ANACOSTIA-BOLLING

OPEN: 26 APRIL 2010
CLOSE: OPEN CONTINUOUS

AREA OF CONSIDERATION: ALL SOURCES

☐ Regular Full-Time (35-40 Hours Per Week) ☐ Regular Part-Time (20-34 Hours Per Week)
☒ Flexible Schedule (0-40 Hours Per Week)

Submit required forms OF-612 AND OF-306 (forms available for download on <https://www.cnic.navy.mil/ndw/Jobs/index.htm>)
To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032.
A résumé may be included with the required forms, but not instead of the OF-612 and OF-306. Please Direct Inquiries to:
(202)767-5206

DUTIES AND RESPONSIBILITIES:

Operates a limited service bar such as portable bars for private parties and banquets. Mixes and serves alcoholic and nonalcoholic drinks, receives and records payments at time of sale and maintains inventory of stock. Ensures bar is in presentable and sanitary condition. Performs other related duties as required. Must meet minimum age limit. **Successful completion of Controlling Alcohol Risks Effectively (C.A.R.E) training is a condition of employment.**

QUALIFICATIONS:

Knowledge and skill to mix and serve beverages from a bar which is limited to a few varieties and brands of liquor, soda, beer and wine. Pre-mixed beverages such as daiquiris are served; however, beverages of the exotic variety are not mixed or served. Knowledge of the correct proportions and mixtures to use in preparing beverages according to name request from patrons or cocktail attendants. Ability to recognize intoxicated or unruly patrons and to resolve the problem or seek assistance if needed. Ability to collect tabs or chits in appropriate amounts and reconcile them with the quantities and prices of items dispensed. Must be able to obtain a Health Card. Must be able to walk or stand for prolonged periods of time. Must be able to handle items weighing anywhere from 20 – 40 lbs. Must be able to gain access to base computer system if necessary. **Must be 21 Years of age.**

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.